

## **RECREATION SPECIALIST**

### **DEFINITION**

Under supervision, plans, organizes and conducts specialized recreation and/or community service activities.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the Recreation Specialist class plan, organize, and conduct specialized recreation and/or community service activities, e.g., music, drama, dance, arts and crafts, sports activities, teen and senior citizen activities, science programs, fitness/nutrition and technology. This class is distinguished from the Community Recreation Assistant and Recreation Leader classes in that incumbents of the latter provide more general (non-specialized) guidance to individuals and groups served.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following)

Plans, organizes and conducts specialized workshops, classes and activities in areas including, but not limited to, sports, music, science, fitness/nutrition, technology, special events, and senior programs.

Takes a lead role and engages in hands-on activities.

Arranges and leads field trips and camps.

Assists with training employees and volunteers in assigned program.

Provides workshops for sports officials and recreation leaders concerning effective techniques and latest rules and regulations.

Maintains and prepares activity reports and attendance records.

Enforces necessary precautions to ensure the safety and welfare of participants, spectators and facilities.

May perform first aid and complete accident reports.

May request donations from community businesses for support of assigned program.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

The objectives of organized recreation and community service activities.

One or more specialized recreational and/or community service activities.

Necessary safety precautions to be used in recreational and social service activities.

### **Ability to:**

Plan, organize and instruct in one or more specialized recreational activities or specialized community service projects.

Plan, organize and conduct special purpose programs and workshops.

Enforce necessary precautions and ensure the safety and welfare of participants, spectators and facilities.

Maintain effective working relationships.

### **Skill in:**

Teaching and conducting specialized recreational and/or special purpose community service programs.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Expertise in one or more special recreation and/or special purpose community service activities.

### **Necessary Special Requirements**

Recruitments may be limited to specific area(s) of expertise, as determined by departmental needs.

Valid Cardiopulmonary Resuscitation (CPR) and First Aid Certificates are required within 90 days of date of appointment.

Ability to speak, read and write a designated foreign language, as may be required by community needs.

Possession of a valid California Driver's License may be required at time of appointment.

Approved: \_\_\_\_\_  
Director

Date: \_\_\_\_\_

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